OPERATIONS BUSINESS TEAM
February 20, 2001 (DRAFT)

	OPPORTUNITY CATEGORY	DECISIONS AND ACTIONS	STATUS / ISSUES / COMPLETION DATES	NEXT OBT REVIEW DATE	RESPONSIBLE PERSON(S)
1	Costs & Cash Flow	Business Update for OBT Reports	Update given regarding 2000 Performance, Industry Trends and Competitive Issues, Year 2001, Operations Measures and Production Plan.	DONE	D. Beran
2	Various	Operations Strategic Plan Review for OBT Reports	Review of Strategic Project Portfolio and selected timelines conducted by OBT members for their reports.	DONE	H. Burnley
3	**Costs & Cash Flow**	**Operations Measures**	**L. Pulsifer to give update. Time: 20 min.**	**2/22/01**	**H. Burnley**
4	**Costs & Cash Flow**	**Production Plan Update**	**R. Kelly to make presentation. Time: 30 min.**	**2/22/01**	**H. Burnley**
5	**Costs & Cash Flow**	**Strategic Plan Review - Product & Blend**	**L. Pulsifer to facilitate review. Time: 1 hr. 30 min.**	**2/22/01**	**H. Burnley**
6	**Organizational Capability**	**Development Planning for Minority & Female Salaried Employees and Attrition**	**K. Benner & R. Driver to facilitate discussion. Time: 2 hr.**	**2/22/01**	**K. Benner**
7	Consumer Connections	Lubricant Oils - Update on Approach to Issues	M. Werley & L. Lipscomb to make presentation. Time: 30 min.	*3/9/00*	R. Solana
8	Costs & Cash Flow	I. S. Situational Analysis	B. Good to make presentation. Time: 30 min.	*3/9/00*	M. Dajani
9	Costs & Cash Flow	MONTHLY - Operations Budget Update for February	S. Mitchell to give update. Time: 30 min.	*3/9/00*	M. Saine
10	Costs & Cash Flow	Operations Measures	L. Pulsifer to give update. Time: 20 min.	*3/9/00*	H. Burnley
11	Costs & Cash Flow	Production Plan Update	R. Kelly to make presentation. Time: 30 min.	*3/9/00*	H. Burnley
12	Costs & Cash Flow	QUARTERLY - Review of Open Capital Projects	R. Sarmento to give presentation. Time: 30 min.	*3/9/00*	M. Saine
13	Costs & Cash Flow	QUARTERLY Review - Strategic Equipment Reserve	R. Arents to make presentation. Time: 20 min.	*3/9/00*	H. Burnley

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14	Costs & Cash Flow	Strategic Plan Review - Manufacturing Process and Quality System	L. Pulsifer to facilitate review. Time: 1 hr. 30 min.	*3/9/00*	H. Burnley
15	Costs & Cash Flow	Symphony Learnings	D. Riegel to make presentation. Time: 30 min.	*3/9/00*	H. Long
16	Quality System Implementation	Preview of 1st Quarter 2001 Management Review	J. Carboni & P. Grantham to make presentation. Time: 45 min.	*3/9/00*	J. Carboni
17	Organizational Capability	Salaried Hiring Strategies	P. Faust to make presentation	4/4/01	K. Benner
18	Organizational Capability	Strategic Plan Review - Organizational Capability	L. Pulsifer to facilitate review. Time: 1 hr.	4/4/01	H. Burnley
19	Costs & Cash Flow	MONTHLY - Operations Budget Update for March	S. Mitchell to give update. Time: 30 min.	4/19/01	M. Saine
20	Costs & Cash Flow	Operations Measures	L. Pulsifer to give update. Time: 20 min.	4/19/01	H. Burnley
21	Costs & Cash Flow	Strategic Plan Review - Leaf Procurement & Processing and Materials Procurement	L. Pulsifer to facilitate review. Time: 1 hr. 30 min.	4/19/01	H. Burnley
22	Organizational Capability	Advancement Planning	R. Driver to facilitate meeting	4/30/01	K. Benner
23	Costs & Cash Flow	MONTHLY - Operations Budget Update for April	S. Mitchell to give update. Time: 30 min.	5/18/01	M. Saine
24	Costs & Cash Flow	Operations Measures	L. Pulsifer to give update. Time: 20 min.	5/18/01	H. Burnley
25	Costs & Cash Flow	QUARTERLY - Review of Open Capital Projects	R. Sarmento to give presentation. Time: 30 min.	5/18/01	M. Saine
26	Costs & Cash Flow	Strategic Plan Review - Product & Blend	L. Pulsifer to facilitate review. Time: 1 hr. 30 min.	5/18/01	H. Burnley
27	Consumer Connections	Auto ID Center - Preview of Next Board Meeting (6/13/01)	R. Sweeney to make presentation. Time: 20 min.	5/31/01	H. Alonso
28	Organizational Capability	Technical Ladder Review	D. Donaher to facilitate review. Time: 40 min.	5/31/01	H. Alonso

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29	Quality System Implementation	Preview of 2nd Quarter 2001 Management Review	J. Carboni & P. Grantham to make presentation. Time: 45 min.	5/31/01	J. Carboni
30	Costs & Cash Flow	MONTHLY - Operations Budget Update for May	S. Mitchell to give update. Time: 30 min.	6/21/01	M. Saine
31	Costs & Cash Flow	Operations Measures	L. Pulsifer to give update. Time: 20 min.	6/21/01	H. Burnley
32	Costs & Cash Flow	QUARTERLY Review - Strategic Equipment Reserve	R. Arents to make presentation. Time: 20 min.	6/21/01	H. Burnley
33	Costs & Cash Flow	Strategic Plan Review - Manufacturing Process, Organizational Capability and Quality System	L. Pulsifer to facilitate review. Time: 1 hr. 30 min.	6/21/01	H. Burnley
34	Costs & Cash Flow	Review of Annual OBT Planning Meeting for OBT Reports	L. Pulsifer to facilitate review.	8/23/01	H. Burnley
35	Consumer Connections	Auto ID Center - Preview of Next Board Meeting (11/11/01)	R. Sweeney to make presentation. Time: 20 min.	11/1/01	H. Alonso
36	Organizational Capability	Technical Ladder Review	D. Donaher to facilitate review. Time: 40 min.	11/29/01	H. Alonso

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